

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 19, 2015
CC: All Departments

Carter



2014 Annual Town Reports are Now Due in to Alison

Business Session: The following supplements or substitutes for memos in your packet: N/A

Workshop: The evaluations the Department Heads completed are in your office for review in preparation for your 01/22 workshop.

Weekly Activities: Scott and I met at length with a local resident to clarify our plowing and private road policies. One Department Head had a concern over the wording of the 360 evaluations (seeking an additional question) so I met with them to agree on wording. Those are now being circulated for response. Heidi, Barbara W. and I met with a representative of Meredith Village Savings Bank to work out the best approach to accommodate Barb's desire to introduce the ability for her to accept a single check for registrations (as opposed to one for the Town and one for the state). We have – as a group – agreed on the best approach, the limits, and controls we would propose for account transfers. That now needs to be rolled into some revisions to the Internal Control Policy for your review. Given the length of the warrant review process on 02/05 I have targeted 02/19 to get this before you. I attended the meeting of the Municipal Managers Association. The presentation was on the latest evolution of the regulations for the Affordable Care Act. One thing I've learned is that we will need to collect Social Security numbers on all those we cover as that is how we will be reporting to the IRS. As requested, and after consultation with the Chair, we chose the www.thekingcenter.org for a link on our web site for MLK holiday.

Finance & Personnel: Nothing to report this week.

Assessor: I signed the Intent to Cut Timber for map 106-002. Vision personnel completed the measure and list on Moultonboro Neck. They are starting the 2014-2015 sales and permits. Vision personnel always carry identification badges and drive marked vehicles.

Tax Collector: Nothing to report this week.

Town Clerk: The Town Clerk's office worked on a computer update last week. The update involved new printer requirements and forms, Veteran plates, Trusts, Receipts, Dog licensing, Boat registrations. This release is from Interware who is the Town Clerk's software vendor. We received the 2015 boat decals and can now renew boat registrations for 2015. The aqua therm permits are starting to come in now as those have to be recorded for any problems that arise this winter with dock bidders.

Public Works & Facilities: On Monday, crews were out for a snow event which caused them to scrape and treat the roadways for a 1-1.5" of snow. The crew changed truck #6's front plow cutting edge, and did a LOF on truck #9. On Tuesday, Agent Kinmond was out at 4 a.m. for a road check and treated schools, Town Hall and PSB with deicer due to ice conditions. The crew took truck #9 (hydraulic repair) and truck #5 (wing issues and liquid system problem) to the up fit vendor. The crew plowed and

sanded gravel roads on the east side of town and assisted the FD by removing the flatbed body of Utility #1. Wednesday, the crew repaired a blown hydraulic line on truck #15, assisted the FD with fitting and installing the flatbed body on new Utility #1's chassis. A LOF and tire repair was done on car #132. Truck #9 was picked up from being repaired. The crew mixed sand for the stockpile (297 tons). On Thursday, the crew took down the holiday wreaths and shut the lights off to the community tree. The crew mixed 90 tons of salt with 720 gallons of liquid deicer. The crew sanded 60% of the private gravel roads, and also mixed more sand (300 tons) for the stockpile. On Friday, sand stockpiling was finished. The crew then sanded 96% of the gravel roads and changed cutting edge blades on truck #6's wing and truck #9's front plow. The crew also did brakes and replaced brake calipers on car #132 and a LOF on #131. The crew washed truck #9. On Saturday, Agent Kinmond was called out for snow drifts at Long Island Beach and found drifts 1' deep, plowed and treated the area. Agent Kinmond also checked other areas and re-established the snow banking along the guardrail section on the beach. On Sunday, Agent Kinmond was out at 11:30 a.m. after a light rain started and crews were called for severe ice conditions on all roads. They treated the pavement with deicers three times and sanded twice to maintain passable paved roads. The cold road temperatures caused the pavement to refreeze several times. Gravel roads were only sanded for emergency situations; i.e. cars off the road, stranded or Fire/EMS/PD calls for service. The gravel roads will be sanded Town-wide after the rain subsides.

Waste Management Division: Supervisor Greenwood reported a quiet week, other than some computer issues, it was relatively uneventful.

Facility & Grounds Division: The crew handled facility checks, maintained walkways during weather events and collected and disposed of recyclables. Work orders handled were: PSB - toilet issue, Town Hall - paper, replacement of all light bulbs; Ice Rink - replacement of plastic safety glass. Highway crew assisted with ice maintenance at the rink (daily Zamboni treatments X2).

Moultonborough Police Department: The PD responded to 215 Calls For Service, 41 motor vehicle stops, 5 assists to Fire/EMS, 1 Directed Patrol, 3 arrests, 7 complaints, 2 MV Accidents, 4 MV Complaints, 14 residential alarms, 1 commercial alarm, and 2 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 24 calls for emergency service. For the period of 1/9/2015 to 01/15/2015 there were 8 calls for service: There were (3) Medical Emergencies, (1) Sprinkler Activation call, (1) Good Intent call, and (3) False Alarms. Automatic aid was given on one call to Tuftonboro.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:43 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:20 minutes

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:30 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: During the week of 1/9/15 to 1/15/15 there were 4 requests for information and 2 brush burning notifications. An EMS Continuing Education class took place on 1/15/15 on Hypothermic Emergencies instructed by John Burdette, NREMT-P. On 1/15/15, Chief Bengtson attended a Safe Schools Leadership team meeting and a Lakes Region Mutual Fire Aid (LRMFA) Board of Directors meeting.

Development Services:

Town Planner: Nothing to report this week.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation: Skating lessons will continue at the rink on Playground Dr. The Mah Jong club returned to the Recreation Department last week, and will continue to meet here on Thursdays at 12:30 p.m. and is open to everyone. On Sunday, January 25th, MRD will host the annual Family Skating Party at the Rink from 2-4 p.m. MRD staff will organize structured games, along with music, cocoa, and a few goodies for participants to enjoy. This is a free event. The adult Pickleball program continues to be well attended and is run in conjunction with Meredith Parks & Recreation, meeting at the Meredith Community Center on Tuesday & Friday from 9-11 a.m. The next session will begin on February 3rd.

Important Dates to Remember

Selectmen's Work Session, January 22, 2015, 7 PM

Selectmen's Meeting & 2015 Budget/Roads Public Hearing, February 5, 2015, 7 PM

Selectmen's Meeting, February 19, 2015, 7 PM

Selectmen's Work Session, February 26, 2015, 4 PM

*** Staff Meeting, February 6, 2015 ***